

<b>Job title</b>	<i>Agronomy Warehouse Operations Worker II</i>	<b>Job Classification</b>	<i>Hourly Non-Exempt</i>
<b>Reports to</b>	<i>Agronomy Center Manager</i>	<b>Salary Range</b>	
<b>Direct Reports</b>	<i>N/A</i>	<b>EEOC Classification</b>	<i>Laborers and Helpers</i>

## About Pro Cooperative

**Our Mission:** Building lasting partnerships by being PROactive, PROgressive and PROfessional.

**Our Vision:** To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

### Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

## Job purpose

- The position of an Agronomy Warehouse Operations Worker II is of great significance to Pro Cooperative.
  - A person in this position is accountable to provide high level customer support and to provide the customer with knowledge of agronomy products and services while maintaining clean and safe facilities. This person is the main contact when Crop Production Specialist is not available.

## Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently.

- Provides customer service in a timely manner to develop, build, and maintain effective business relations with current and potential customers
- Provide customer service by loading chemical product orders and or pumping bulk chemicals into customer tanks.
- Provide assistance tending to applicators.
- Develops and maintains vast knowledge of the products and services being offered as well as responsible to learn new product specifications and applications.
- Maintains the image of Pro Cooperative by informing all other company personnel of the importance of portraying a professional image of company facilities, equipment, and personal appearance while assists in keeping work areas clean and orderly.
- Works with customers, suppliers, and management to resolve product/service complaints fairly and equitably.
- Acts as a liaison between customers and management to enhance the overall customer experience.
- Establish cohesive working relations with other Pro Cooperative employees, its patrons and vendors to establish a positive work environment.
- Works with and assists Maintenance Department to ensure all equipment and facilities are always in safe and operating condition.
- Responsible for tracking company inventory and transfers.
- Responsible to schedule deliveries to customers as well as communicate with location personnel to set proper service expectations levels, resolve problems and scheduling issues.
- Measure inventory and report it to the supervisor.
- Fill NH<sub>3</sub> nurse tanks during the season.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Assist in unloading bulk and packaged product.
- Assist in housekeeping and maintenance of facility grounds including mowing, spraying weeds and moving snow.
- Assist other locations as needed.

- Assist in all aspects of the fertilizer and chemical operations.
- Available to work extended hours as needed.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned, and approved by direct supervisor.
- Perform all other duties as assigned by direct supervisor.
- Comply with all federal, state, and local regulations and Pro Cooperative’s policies, including Pro Cooperative’s safety policies.

**Minimum experience and qualifications**

- High school diploma or general education degree (GED) required, related experience and/or training preferred.
- Knowledge of Agronomy products and services preferred. Customer Service experience preferred.
- Class A CDL preferred or ability to obtain one within 30 days of hire.
- Valid Commercial Applicators Licenses and hazmat endorsement or willing to obtain within 30 days.
- Possesses a valid state motor vehicle operator’s license and a driving record that meets or exceeds Pro Cooperative driving guidelines.
- Available to work extended hours when needed.
- Have an excellent understanding of general maintenance of machinery, equipment and vehicles owned and operated
- Must be a self-starter and able to schedule and manage time without close supervision.

**Physical demands**

Physical activities typically performed while on this job.

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
<b>Bending/Stooping</b>	Frequently (34%-66%)	<b>Sitting</b>	Frequently (34%-66%)
<b>Climbing-stairs, ladders, slope</b>	Occasionally (1%-33%)	<b>Standing</b>	Frequently (34%-66%)
<b>Crawling</b>	Occasionally (1%-33%)	<b>Twisting</b>	Frequently (34%-66%)
<b>Grasping/Handling</b>	Constantly (67%-100%)	<b>Walking</b>	Constantly (67%-100%)
<b>Kneeling</b>	Occasionally (1%-33%)	<b>Balancing</b>	Occasionally (1%-33%)
<b>Neck Flexion/Extension</b>	Constantly (67%-100%)	<b>Squatting</b>	Occasionally (1%-33%)
<b>Reaching Forward</b>	Frequently (34%-66%)	<b>Change of Position</b>	Frequently (34%-66%)
<b>Reaching Overhead</b>	Occasionally (1%-33%)	<b>In/Out of Machine</b>	Occasionally (1%-33%)

**Physical effort**

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
<b>1 – 10 lbs.</b>	Frequently (34%-66%)	<b>1 – 10 lbs.</b>	Occasionally (1%-33%)
<b>11 – 20 lbs.</b>	Frequently (34%-66%)	<b>11 – 20 lbs.</b>	Occasionally (1%-33%)
<b>21 – 50 lbs.</b>	Frequently (34%-66%)	<b>21 – 50 lbs.</b>	Occasionally (1%-33%)
<b>51 – 100 lbs.</b>	Occasionally (1%-33%)	<b>51 – 100 lbs.</b>	Occasionally (1%-33%)
<b>100+ lbs.</b>	Occasionally (1%-33%)	<b>100+ lbs.</b>	Occasionally (1%-33%)

**Working conditions**

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
<b>Dust</b>	Occasionally (1%-33%)	<b>Chemical Agents</b>	Frequently (34%-66%)
<b>Excessive Heat</b>	Frequently (34%-66%)	<b>Fumes, Odors</b>	Occasionally (1%-33%)
<b>Excessive Cold</b>	Frequently (34%-66%)	<b>Solvents, Petroleum Products</b>	Occasionally (1%-33%)
<b>Noise</b>	Occasionally (1%-33%)	<b>Others Specify:</b>	N/A
<b>Vibration</b>	Occasionally (1%-33%)	<b>Others Specify:</b>	N/A

**Job specific conditions/demands**

Job specific conditions/demands typically encountered on this job.

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
<b>Driving – Vehicle/Equipment</b>	Frequently (34%-66%)	<b>Power Tools/Equipment</b>	Occasionally (1%-33%)
<b>Indoors</b>	Frequently (34%-66%)	<b>Hearing</b>	Frequently (34%-66%)
<b>Outdoors</b>	Frequently (34%-66%)	<b>Talking</b>	Frequently (34%-66%)

<b>Approved by:</b>	<i>Agronomy Center Manager</i>
<b>Date reviewed:</b>	<i>03/02/2023</i>

*Employee signature below constitutes employee’s understanding of the requirements and essential functions of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn’t constitute a contract of employment. Company may exercise its employment-at-will rights at any time.*

Employee (Print Name & Sign): \_\_\_\_\_ Date: \_\_\_\_\_